

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Program Technician II	
		Division and/or Subdivision Siskiyou Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Yreka	
		Class Title of Position Program Technician II	
		Position Number 541-214-9928-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general supervision of the Unit Forester, serves as the Resource Management Program Technician II: *Processes all incoming mail. *Picks up, opens and date stamps all incoming mail (postal service, publicly accessed email, Ups, express mail, facsimile, inter-office); and identifies by type, prioritizes, and processes accordingly. Scans documents for confidential material and routes the material to specified individuals. *Determines and routes documents to appropriate staff. *Pulls files associated with incoming amendments, and places in processing area for forester review. *Assesses incoming documents, and assists in maintaining the files. *Assists in distributing outgoing mail and mailing labels.		
20%	*Processes Timber Harvesting Documents (THD) for foresters. This includes performing extensive data entry in the Forest Practice System database. *Maintains the Unit's Forest Practice log book spreadsheet, general filing and faxing of documents. *Photocopies, scans, and distributes documents accordingly. *Archives THDs.		
20%	*Assists at the public counter and answers telephones. *Provides relief coverage for the other administrative staff as necessary.		
10%	*Assists the public, timber operators, and Registered Professional Foresters with information that is received in writing, by telephone, or walk-in. *Directs people to the appropriate staff if needed.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature <small>Personal use only</small>	Date <input type="checkbox"/> Posted to Directory	Supervisor Signature <small>Initials and date</small>	Date

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Program Technician II

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Participates in Unit Committees by taking minutes and producing final copies. *Prepares letters and memoranda as requested; Assists with special projects as assigned.

10%

*Assist forestry staff in reviewing grant invoices and conducting grant reconciliation. Photocopies, scans and files grant documents accordingly. Processes financial documents for resource management. Photocopies, scans and files grant documents accordingly.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date